

DEPARTMENT OF HEALTH SERVICES
COUNTY OF LOS ANGELES

SUBJECT: **PARAMEDIC TRAINING PROGRAM APPROVAL
REQUIREMENTS**

REFERENCE NO. 901

PURPOSE: To establish criteria for the approval of EMT-P training programs in Los Angeles County.

AUTHORITY: Health and Safety Code, Division 2.5, Section 1797.173, 1797.185, 1797.208, 1797.213, and 1798.200.
California Code of Regulations, Title 22, Sections 100137, 100144, 100145, 100147 – 100161.

DEFINITIONS:

ALS Patient Contact: Student performance of one or more ALS skills, except cardiac monitoring and basic cardiopulmonary resuscitation (CPR), on a patient.

CAAHEP: Commission of Accreditation of Allied Health Education Programs.

CoAEMSP: Committee on Accreditation of Educational Program for the Emergency Medical Services Professions.

Emergency Medical Technician-Paramedic (EMT- P): An individual who is educated and trained in all elements of prehospital advance life support; whose scope of practice is in accordance with Chapter 4 of Division 9 of Title 22, and who has a valid license.

EMS Response: The physical response of an EMS provider due to activation of the EMS system with a request for medical evaluation.

National DOT Paramedic Curriculum: U.S. Department of Transportation Emergency Medical Technician-Paramedic National Standard Curriculum.

NREMT: National Registry of Emergency Medical Technicians is the agency which provides the licensure examination of Paramedics for California.

PRINCIPLES:

1. All LA County approved paramedic training programs shall meet all state regulations and established EMS policies.
2. All programs requesting approval shall meet the standards for CAAHEP accreditation.
3. All programs shall submit their application, fee and self study for accreditation to CoAEMSP within 12 months of the start up of classes.
4. All programs shall receive and maintain CAAHEP accreditation no later than two years from the date of application to CoAEMSP for accreditation.

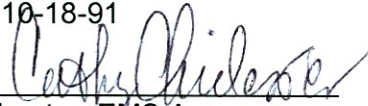
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REVISED: 10-1-07

SUPERSEDES: 10-18-91

APPROVED:


Director, EMS Agency


Medical Director, EMS Agency

5. Only paramedic training programs and locations approved by the EMS Agency may provide training in Los Angeles County. This applies to any and all phases of paramedic training.
6. A program application packet shall be obtained from the EMS Agency.
7. Program shall provide clinical and internship assignments for 100% of their students within the required time frames.
8. All approved paramedic training programs shall notify the EMS Agency in writing, within thirty (30) days, of any change in curriculum, hours of instruction, program staff, clinical and field internship sites.
9. Paramedic interns shall be measured against the standard of entry level paramedics.

POLICY:

I. Approving Authority

The Los Angeles County EMS Agency shall be the approving authority for paramedic training programs whose headquarters or training locations are located within Los Angeles County including clinical and field internship experience.

II. Eligibility

Eligibility shall be limited to the following institutions:

- A. Accredited universities, colleges, and private post-secondary schools approved by the State of California, Department of Consumer Affairs, Bureau of Private Postsecondary and Vocational Education.
- B. Medical training units of a branch of the Armed Forces or Coast Guard of the United States.
- C. Licensed general acute care hospitals which meet all of the following criteria:
 1. Hold a special permit to operate a basic or comprehensive emergency medical service.
 2. Provide continuing education to other health care professionals.
 3. Accredited by the Joint Commission on the Accreditation of Healthcare Organizations or the Healthcare Facilities Accreditation Program of the American Osteopathic Association.
- D. Agencies of government.

III. Program Approval

A. Application process:

1. Obtain an application packet from the EMS Agency.
2. Eligible training institutions shall submit a written request for program approval to the EMS Agency.
3. Submit all required documentation for approval as outlined in the application packet including documentation identifying that the program meets CAAHEP standards.
4. Current CAAHEP accredited programs shall submit the following:
 - a. All documents submitted to and received from CoAEMSP and CAAHEP to include but not limited to:
 - i. Initial approval documentation.
 - ii. Self study documents.
 - iii. Documents required to maintain accreditation.
 - iv. Annual report.
 - v. Copy of current accreditation certificate.

B. The EMS Agency:

1. Shall notify the applicant within thirty (30) working days that the application was received and specify what information, if any, is missing or deficient. Failure to submit requested information within specified time frame after receiving written notification shall render the application void.
2. Shall notify the applicant in writing within ninety (90) days from the receipt of a complete application of the decision to approve or deny. The application is only considered for approval if it is complete and all requirements are met.
3. Shall conduct site surveys:
 - a. Prior to initial program approval.
 - b. Periodic evaluations during the approved period.

C. Initial program approval shall be granted for three (3) years.

D. Final program approval will be held until all requirements have been met.

E. Denial/Revocation/Suspension/Probation of Program Approval

1. The EMS Agency may, for cause:
 - a. Deny any program application.
 - b. Revoke program approval.
 - c. Suspend program approval.
 - d. Place the program on probation
2. Causes for these action include, but are not limited to the following:
 - a. Violating or attempting to violate, directly or indirectly, or assisting in or abetting the violation of, or conspiring to violate any of the terms of Division 2.5 of the California Health and Safety Code, Title 22 of the California Code of Regulations, or the EMS Agency's Prehospital Care Policies.
 - b. Failure to correct identified deficiencies within the specified length of time after receiving written notice from the EMS Agency.
 - c. Misrepresentation of any fact by a program or applicant of any required information.
 - d. Noncompliance with any criteria required for paramedic training.
 - e. Using teaching personnel who do not meet the requirements as specified in this reference.
3. The EMS Agency may take such action(s) as it deems appropriate after giving written notice specifying the reason(s) for denial, revocation, suspension, or probation.

IV. Staff Requirements

Each program shall consist of a medical director, course director, principal instructor(s), clinical preceptor(s) and field preceptor(s) who meet all requirements of this reference. Programs may utilize teaching assistants in accordance with this reference. Nothing in this section precludes the same individual from being responsible for more than one (1) position.

A. Medical Director

1. Requirements:
 - a. Currently licensed and in good standing in the State of California as a physician.
 - b. Two (2) years experience in prehospital care in the last five years.
 - c. Qualified by education or experience in methods of instruction.

2. The duties shall include but are not limited to:
 - a. Review and approve educational content of the curriculum, including training objectives for the clinical and field instruction, to certify its ongoing appropriateness and medical accuracy.
 - b. Review and approve the quality of medical instruction, supervision and evaluation of the students in all areas of the program.
 - c. Approve provisions for clinical and field internship experiences.
 - d. Approve principal instructors in conjunction with the course director.
 - e. Sign all course completion records.

B Course Director

1. Requirements:
 - a. Licensed in California as a physician, registered nurse or paramedic who has a baccalaureate degree, or shall be an individual who holds a baccalaureate degree in a related health field or in education.
 - b. One (1) year experience in an administrative or management level position
 - c. A minimum of three (3) years academic or clinical experience in prehospital care education within the last five (5) years.
 - d. Qualified by education and experience in method, material and evaluation of instruction:
 - i. Forty (40) hours of teaching methodology course work.
 - ii. California State Fire Marshall (CSFM) "Fire Instructor 1A and 1B."
 - iii. National Fire Academy's (NFA) "Fire Service Instructional Methodology Course" or equivalent.
 - iv. National Association of EMS Educators "EMS Instructor Course."
 - v. Courses which meet the U.S. Department of Transportation/National Highway Traffic Safety 2002 Guidelines for Educating EMS Instructors.

2. Duties shall include, but are not limited to:
 - a. Provide administrative oversight, organize and supervise the educational program.
 - b. Coordinate with the medical director in approving principal instructor(s), teaching assistant(s), clinical and field preceptors.
 - c. Approve clinical and field internship assignments.
 - d. Coordinate the development of curriculum, including instructional objectives, and approve all methods of evaluation.
 - e. Ensure training program compliance with State regulations, current EMS policies and other related laws.
 - f. Sign all course completion records.
 - g. Maintain all course records.

C. Principal Instructor(s)

1. Requirements:
 - a. Currently licensed in California as a physician, registered nurse, physician assistant or paramedic.
 - b. Two (2) years experience in advanced life support prehospital care.
 - c. Be knowledgeable in the course content of the U.S. National DOT Paramedic Curriculum.
 - d. Work Experience
 - i. Six (6) years experience in an allied health field or related technology and an associate degree, OR,
 - ii. Two (2) years experience in an allied health field or related technology and a baccalaureate degree.
 - e. Qualified by education and experience in method, material and evaluation of instruction:
 - i. Forty (40) hours of teaching methodology course work.
 - ii. California State Fire Marshall (CSFM) "Fire Instructor 1A and 1B."
 - iii. National Fire Academy's (NFA) "Fire Service Instructional Methodology Course" or equivalent.

- iv. National Association of EMS Educators "EMS Instructor Course."
 - v. Courses which meet the U.S. Department of Transportation/National Highway Traffic Safety 2002 Guidelines for Educating EMS Instructors.
 - 2. Duties include, but are not limited to:
 - a. Curriculum development
 - b. Course coordination
 - c. Course instruction
- D. Teaching Assistant(s)
 - 1. Requirements:

Qualified by training and experience to assist in teaching.
 - 2. A teaching assistant shall be supervised by a principal instructor, the course director and/or the medical director.
- E. Clinical Preceptor(s)
 - 1. Requirements:
 - a. Currently licensed as a physician, registered nurse or physician assistant.
 - b. Worked in emergency medical care for the last two (2) years.
 - c. Have received instruction in evaluating paramedic students in the clinical setting which may include, but need not be limited to educational brochures, orientation, training programs or training videos.
 - d. Be under the supervision of a principal instructor.
 - 2. Duties include, but are not limited to:
 - a. Create a positive and supportive learning environment.
 - b. Evaluate student ability to safely administer medications and perform assessments.
 - c. Assess student behaviors using cognitive, psychomotor, and affective domains.
 - d. Document student performance using established criteria.

- e. Identify appropriate student progress.
- f. Counsel the student who is not progressing.
- g. Utilize training program support services available to the student and the preceptor.
- h. Contact appropriate training program personnel regarding a student who is ill/injured or has had an exposure to a communicable disease or hazardous material.

F. Field Preceptor(s)

1. Requirements:

- a. Licensed as a paramedic.
- b. Be working in the field as a licensed paramedic for the last two (2) years.
- c. Completed field preceptor training approved by the EMS Agency.
- d. Be under the supervision of a principal instructor.

2. Duties include but are not limited to:

- a. Create a positive and supportive learning environment.
- b. Measure students against the standard of entry level paramedics.
- c. Assess student behaviors using cognitive, psychomotor, and affective domains.
- d. Perform and document daily, cumulative and final evaluation of students using written field criteria.
- e. Identify appropriate student progress.
- f. Counsel the student who is not progressing.
- g. Utilize training program support services available to the student and the preceptor.
- h. Contact appropriate training program personnel regarding a student who is ill/injured or has had an exposure to a communicable disease or hazardous material.
- i. Ensure required number of ALS contacts is met.

V. Program Requirements

A. All candidates shall:

1. Possess a high school diploma or general education equivalent.
2. Possess a current basic life support card for Healthcare Provider or Professional Rescuer which meets the current American Heart Association Guidelines for Cardiopulmonary Resuscitation and Emergency Cardiovascular Care.
3. Be certified in one of the following:
 - a. California EMT-I
 - b. NREMT – Basic
 - c. California EMT-II
 - d. NREMT-Intermediate

Note: CPR and EMT certification must be current at time of entry and maintained throughout training.

4. Have a minimum of six (6) months EMT experience.
5. Be eligible for licensure or certification in accordance with California Health and Safety Code 1798.200.

B. Required Course Content

1. Required course hours shall consist of no less than 1090 hours.
2. Excluded from program hours are:
 - a. Course material designed to teach or test exclusively EMT-I knowledge or skills, including CPR.
 - b. Examination for student eligibility.
 - c. The teaching of any material not prescribed in the National DOT Paramedic Curriculum.
 - d. Written and practical student testing.
 - e. Examination for paramedic licensure.

C. Didactic Instruction and Skills Practice

1. Didactic/skills practice shall consist of no less than 450 hours.

2. The content of a paramedic course shall meet the current National DOT Paramedic Curriculum.
3. Course shall include EMS Agency mandatory training programs which reflect current practice.
4. EMS Agency policies, base hospital treatment guidelines and medical control guidelines shall be included.
5. No more than six students shall be assigned to one instructor during skills practice/laboratory.

D. Clinical Education

1. Program shall provide clinical assignments for 100% of their students within thirty (30) days of completion of didactic instruction.

Note: Course director and student may mutually agree to a later date in the event of a special circumstance such as student illness or military duty.

2. The clinical education and training shall consist of no less than 160 hours.
 - a. A minimum of 120 hours must be provided at a hospital setting.
 - b. Additional hours may be provided out of the hospital setting.
3. Program shall have signed written agreements with all clinical facilities.
4. Shall be provided at a facility that is licensed as a general acute care hospital and hold a permit to operate a basic or comprehensive emergency medical service.
5. No more than two (2) students shall be assigned to one preceptor or health professional during the supervised clinical education at any one time.
6. Medication administration and procedures shall be limited to Reference No. 803, Paramedic Scope of Practice, unless approved by the EMS Agency Medical Director.

E. Field Internship

1. Program shall provide internship assignments for 100% of their students within ninety (90) days of completion of clinical education.

Note: Course director and student may mutually agree to a later date in the event of a special circumstance such as student illness or military duty.

2. The student must meet the EMS Agency requirements to intern in Los Angeles County including successful completion of the Paramedic Accreditation Examination.

3. Field internship shall consist of no less than 480 hours with a maximum of 720 hours unless approved by EMS Agency Medical Director.
4. Program shall have signed written agreements with ALS provider agencies.
5. The provider agency must be a primary 9-1-1 ALS provider agency with a minimum run volume of 1200 EMS responses in the previous calendar year.
6. Field preceptor assignments shall be coordinated with the training program and the provider agency to ensure the preceptor has the required experience and training.
7. No more than one EMS trainee, of any level, shall be assigned to a response vehicle at any one time during the paramedic student's field internship.
8. The student shall perform a minimum of forty (40) ALS patient contacts. At least 50% of contacts shall provide the full continuum of care of the patient beginning with the initial contact through release of the patient to a receiving hospital or medical care facility.
9. Internship must be completed within 6 months from the end of clinical education.

F. Required Testing

1. Program shall include periodic examinations and a final comprehensive written and practical examination using program passing criteria.
2. Successful performance in the clinical and field setting shall be required prior to course completion.

G. Course Completion

Program shall issue a tamper resistant Course Completion Record. The document must include the following information/statements:

1. Name of the individual.
2. Date of course completion.
3. Name of the paramedic training program approving authority.
4. Signature of the program medical director.
5. Signature of the course director.
6. Name, address and phone number of the training program issuing the course completion record.

7. Statement: "The individual named on this record has successfully completed an approved paramedic training program"
8. Statement in bold print: **"This is not a paramedic license"**
9. Course hours of instruction divided into didactic/skills instruction, clinical training and field internship with a minimum of forty (40) ALS patient contacts.
10. List of optional scope of practice procedures and/or medications taught in the course approved pursuant to subsection (c) (2) (A-D) of § 100145 of the California Code of Regulations, Title 22.
11. List of additional National ALS courses completed (ACLS, PALS, PHTLS, PEPP, etc).

Note: A letter on official program letterhead may be issued in lieu of items listed in G.10-11 of this reference.

H. Record Keeping

Each program shall maintain the following records for four (4) years:

1. All required documentation as specified in the application packet for program approval.
2. Paramedic Training Class Roster.
3. Documentation of course completion certificates issued.
4. Original documentation or summaries of student performance and course evaluations.
5. Curriculum vitae for instructors with a copy of current licenses and certifications in their field of expertise, or evidence of specialized training.

VI. Program Review and Reporting

- A. Approved paramedic training programs shall be subject to periodic on-site evaluations during the approved period by the EMS Agency.
- B. During the approved program period, the EMS Agency shall be notified in writing, a minimum of thirty (30) days in advance, of any changes in the following:
 1. Summary of changes to curriculum.
 2. Hours of instruction.
 3. Program staff.
 4. Clinical or field internship sites.

- C. A complete course schedule shall be submitted to the EMS Agency thirty (30) days prior to the start of each course.
- D. Program shall submit a course roster and student intern applications a minimum of thirty (30) days prior to the Accreditation Examination.

Note: All programs shall coordinate with the EMS Agency's Office of Certification for scheduling of the Accreditation Examination.

VII. Program Re-approval

- A. Program shall submit their application, fee and self study to CoAEMSP within 12 months of the start up of classes.
- B. Program must receive CAAHEP accreditation within 2 years of CoAEMSP application and maintain accreditation to be considered eligible to be re-approved.
- C. Program shall continue to meet all requirements of this reference to be considered for renewal.
- D. Application for re-approval process:
 - 1. Obtain a re-approval application packet.
 - 2. Submit a written request for re-approval to the EMS Agency.
 - 3. Submit the following to the EMS Agency:
 - a. All documentation submitted to and received from CoAEMSP and CAAHEP during the approved program period to include but not limited to the following:
 - i. Initial approval documentation, if not previously submitted.
 - ii. Self study for accreditation.
 - iii. Documents required for maintaining accreditation.
 - iv. Annual reports.
 - v. Copy of current accreditation certificate.
 - b. All required documentation for re-approval as outlined in the re-approval packet.
- E. A site survey shall be conducted prior to re-approval.

VIII. Fees

Payment of the established fee is due at the time of program approval or re-approval application.

CROSS REFERENCES:

Prehospital Care Policy Manual:

Ref. No. 803, **Paramedic Scope of Practice**

Ref. No. 803.1, **Paramedic Scope of Practice (Table Format)**

Ref. No. 1006, **Paramedic Accreditation, Continuous Accreditation and Reaccreditation**

Ref. No. 1006.1, **Paramedic Application for Accreditation**